



SHORT-TERM RENTAL **RENEWAL** APPLICATION

Name of Entity/Rental Name: _____
Property Address: _____ in the City of Green Lake

Maximum Occupancy for Premise _____ (Total number of occupants licenses by the State of Wisconsin or two per bedroom plus two additional occupants, whichever is less)

Has any of the information from your previous year application changed? ____ Yes ____ No (Please fill in the below information, even if no changes made)

Owner Information	Contact Person/Resident Agent
Name:	Name:
Mailing Address:	Mailing Address:
City, State, Zip:	City, State, Zip:
Telephone:	Telephone:
Email Address:	Email Address:

Checklist for Renewal Application (please attach documentation):

1. Valid State of Wisconsin Tourist Rooming House License issued by Rural Environmental Health Alliance, if expired from the previous year.
2. Seller's permit issued by the Wisconsin Department of Revenue
3. Room Tax Permit issued by the City of Green Lake and/or Certification from a Marketplace Vendor (Airbnb, HomeAway, or VRBO, etc.) that Room Taxes will be collected
4. Affidavit that owner will reside on the premises for at least 30 days per year, if in a residential district
5. Payment of fee - \$500.00

I hereby certify that to the best of my knowledge all required application materials are included with this application and that the property listed above meets all requirements of the ordinance. I am aware that failure to submit the required completed application materials may result in denial or delay of the application request.

Signature of Owner

Date

Police Chief or designee: Approve ____ Deny ____ Signature: _____

Building Inspector or designee: Approve ____ Deny ____ Signature: _____

Clerk-Treasurer or designee: ____ Approve ____ Deny ____ Signature: _____

Receipt No. _____ Date _____

For City Use Only: Permit Number _____ Date Issued _____ Term of License _____